



EMPLOYMENT OPPORTUNITY

1. RPA #	7217 -DSA
ANALYST'S INITIALS	pmc
DATE	09/08/07

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Office Technician (Typing)	POSITION NUMBER 720-450-1139-901	TENURE PERMANENT	TIME BASE Full Time	CBID R04
OFFICE OF Division of State Architect	LOCATION OF POSITION (CITY or COUNTY) San Diego, CA			MONTHLY SALARY \$2510 TO \$3050
SEND APPLICATION TO: DSA / San Diego Regional Office 16680 West Bernardo Drive San Diego, CA 92127 Attn: Craig Rush	REPORTING LOCATION OF POSITION 16680 West Bernardo Drive, San Diego, CA 92127			
	SHIFT AND WORKING HOURS DAYS - 8:00 am – 5:00 pm			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (858) 674- 5400			PUBLIC PHONE NUMBER () -
SUPERVISED BY AND CLASS TITLE Therese Jones, Supervising Program Technician II				

SELECTION CRITERIA - -

- Please submit a completed State Application (STD 678) and resume to the address above.
- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

ESSENTIAL FUNCTIONS

Provides clerical and administrative support to the Regional Office Manager and Regional Office Analyst using a personal computer, photocopier, telephone, and facsimile, in order to efficiently and accurately complete daily tasks utilizing the DGS Correspondence Guide, DGS State Administrative Manual, and other established protocols.

- Maintains the managers' work schedule and calendar, schedules appointments and meetings with various public and private agencies and groups;
- Types memorandums, letters, and other correspondence and documents;
- Creates, maintains, and periodically purges, a complete filing system and files for the office, including correspondence, accounting, contracts, and archives using a numeric filing system;
- Performs complex and routine copying, filing, mailing and faxing of documents using a variety of office equipment in order to facilitate distribution and/or retention of documents as directed by the Supervisor or lead staff;
- Maintains various logs;
- Faxes various documents to vendors and other customers;
- Answers telephones and directs calls to appropriate personnel.

CLASS TITLE	POSITION NUMBER	RPA NUMBER	FILE BY
Office Technician (Typing)	720- 450- 1139- 901	7217-DSA	09/21/06
<p>Serves as the initial contact person in the San Diego Regional Office in order to assist employees and supervisors with personnel-related issues/information. Performs the following attendance clerk functions for approximately 57 employees in accordance with bargaining unit provisions, and applicable DPA, SPB, and OHR rules, regulations and guidelines utilizing the Project Accounting Leave (PAL) and Activity Based Management System (ABMS) following the User Manuals for reference:</p> <ul style="list-style-type: none"> • Generates Employee Status and Total Time Worked reports in order to verify PAL timesheets are submitted and approved prior to the SCO interface date; • Enters and/or corrects employee time in PAL as directed by the Supervisor or Manager in order ensure accurate records; • Enters new employee information on the ABMS Quick Employee Entry screen upon receipt of hiring documents from the Personnel Liaison (PL) or Supervisor in order to alert OHR, Office of Technology Resources, and Business Services of new employee; • Enters employee separation information into ABMS upon notification from PL or Supervisor in order to alert OHR, OTR and Business Services; • Enters information on work-related injuries into ABMS and submits applicable forms for processing following form instructions in order to keep accurate records • Provides assistance to staff and management in order to resolve PAL problems and/or discrepancies involving leave balances, overtime reported and work time, including Alternate Work Week Schedules, by communicating with staff and OHR as needed • Generates reports from ABMS (i.e. overtime, leave balance, etc.) as directed by Supervisor in order to provide with accurate information on employee records. • Provides employees with personnel-related forms, documents, and information, pertaining to such subjects as Family Medical Leave Act (FMLA), Non-Disability Insurance (NDI), and State Disability Insurance (SDI), as required; • Assists employees in the completion of various personnel-related forms (benefit, worker's compensation, etc.) by verifying codes, obtaining signatures and dates; • Processes and distributes completed, personnel-related forms by following instructions; • Acts as a liaison with OHR to resolve processing and other issues as needed by contacting OHR staff via phone or email. <p>Assists in the general office regulatory process using a scanner, photocopier, and other office machinery in cooperation with the professional staff:</p> <ul style="list-style-type: none"> • Scans documents and files; • Creates files; • Maintains and files required documentation as necessary. <p>Maintains a stock of standard office supplies in order to ensure sufficient inventory, on a bi-weekly basis, as directed by the supervisor:</p> <ul style="list-style-type: none"> • Takes inventory of current stock of supplies using list of standard items; • Completes an order sheet using office supply catalogs to reference price and quantity; • Submits order list to Supervising Program Technician II and Regional Office Manager for approval; • Orders office supplies using on-line ordering system on personal computer following system instructions; • Verifies completeness and accuracy of shipment upon receipt comparing the order list and packing slip; <p>MARGINAL FUNCTIONS</p> <p>Provides back up coverage to the front reception desk by receiving deliveries and greeting visitors in person and over the phone and directing callers and visitors to the appropriate division staff following established protocols.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Modern office methods, supplies and equipment; business English and correspondence.</p> <p>Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material. (Required for typing designation.) Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.</p>			

CLASS TITLE Office Technician (Typing)	POSITION NUMBER 720- 450- 1139- 901	RPA NUMBER 7217-DSA	FILE BY 09/21/06
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SPECIAL PERSONAL CHARACTERISTICS

- A demonstrated interest in assuming increasing responsibility.
- Display mature judgment, tact, and discretion in all matters.
- A demonstrated ability to handle sensitive and confidential information and assignments with tact and diplomacy.
- Positive attitude and adaptable to change.
- Ability to work well with a team.
- Good customer service skills.

DESIRABLE QUALIFICATIONS

- Knowledge of Oracle applications, specifically ABMS and PAL
- Knowledge and experience preparing correspondence for another person's signature
- Knowledge of Word, Excel, and Outlook

ADDITIONAL QUALIFICATIONS

- Ability to organize, set priorities and work independently.
- Ability to handle telephone calls professionally and with good judgment.
- Intermediate personal computer skills, including electronic mail, word processing, routine database activity, word processing and spreadsheet.
- Ability to read, interpret and apply technical guidelines from various sources.

INTERPERSONAL SKILLS

- Demonstrate conscientiousness and professionalism in the work environment.
- Exercise a high degree of confidentiality and respect for personnel-related information.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Dress appropriate for professional office environment

Apply good communication skills, both oral and written

Daily use of a personal computer, related software applications, and peripherals

Effectively exercise good judgment and flexibility in setting priorities